



Department of Veterans Affairs

REPORT OF DIRECT ACCOUNTABILITY MAIL
(Mail Not Subject To Sample)

| | | | | |
|-----------|---|-------------|---------------------------------------|-----------------------------------|
| TO | Office of Information Management and Statistics (734) Department of Veterans Affairs 810 Vermont Avenue, N.W. Washington, D.C. 20420 | FROM | NAME AND LOCATION OF PREPARING OFFICE | REPORTS CONTROL SYMBOL 70-0696 |
| | | | | REPORT FOR PERIOD ENDING |
| | | | | STATION NO. |

TYPE OF ACTIVITY COVERED (Check only one. A separate report is required for each activity at a facility.)

☐ 1. VACO ☐ 2. VBA ☐ 3. VHS&RA ☐ 4. NCS ☐ 5. OIRO ☐ 6. SUPPLY FUND ☐ 7. CANTEEN SERVICE**DOCUMENTATION OF POSTAGE FOR OFFICIAL DIRECT ACCOUNTABILITY MAIL**

| MAIL CATEGORY | VOLUME | TOTAL POSTAGE |
|--|--------|---------------|
| A. INTERNATIONAL MAIL | | |
| 1. AIRMAIL | | |
| A. LETTERS | | |
| B. LETTERS - NONSTANDARD (1 oz. or less and larger than 6.125" x 11.5" x .25") AIRMAIL POSTAGE PLUS \$.10 SURCHARGE | | |
| C. CARDS | | |
| D. PRINTED MATTER AND SMALL PACKETS | | |
| E. PRINTED MATTER AND SMALL PACKETS - NONSTANDARD (1 oz. or less and larger than 6.125" x 11.5" x .25") AIRMAIL POSTAGE PLUS \$.10 SURCHARGE | | |
| F. PARCEL POST | | |
| 2. SURFACE MAIL | | |
| A. LETTERS | | |
| B. LETTERS - NONSTANDARD. SURFACE POSTAGE PLUS \$.10 SURCHARGE. (See A. 1B) | | |
| C. CARDS | | |
| D. PRINTED MATTER AND SMALL PACKETS | | |
| E. PRINTED MATTER/SMALL PACKETS - NONSTANDARD. SURFACE POSTAGE PLUS \$.10 SURCHARGE. (See A. 1E) | | |
| F. BOOKS AND SHEET MUSIC | | |
| G. SECOND - CLASS/REQUESTER PUBLICATION (Publishers Periodicals) | | |
| H. SMALL PACKETS | | |
| I. PARCEL POST | | |
| SUB - TOTAL SECTION A ▶ | | \$ |
| B. AGENCY SUPPLEMENTAL MAILING (NOTE: Provide complete information in "Remarks") | | |
| 1. FIRST - CLASS | | |
| 2. PRIORITY MAIL | | |
| 3. THIRD - CLASS SINGLE PIECE | | |
| 4. FOURTH - CLASS | | |
| SUB - TOTAL SECTION B ▶ | | \$ |
| C. SPECIAL SERVICES | | |
| 1. ADDRESS CORRECTION (Incoming Forms 3547 and 3579) \$.30 EACH | | |
| 2. POSTAGE DUE FOR RETURN MAIL | | |
| 3. POSTAGE DUE FOR FORWARDED MAIL (Other than First - Class) | | |
| 4. CERTIFICATES OF MAILING | | |
| A. FORM 3877 OR 3877-A @ \$.15 PER PIECE (3 or more items mailed at same time) | | |
| B. FORM 3606 @ \$2.00 PER CERTIFICATE FOR UP TO 1,000 PIECES OR FRACTION PLUS \$.25 FOR EACH ADDITIONAL 1,000 PIECES OR FRACTION | | |
| 5. MAIL LIST CORRECTIONS | | |
| A. SEVEN OR FEWER ADDRESSES/LIST @ \$1.00 PER LIST | | |
| B. MORE THAN SEVEN ADDRESSES/LIST @ \$.15 PER ADDRESS | | |
| 6. REGISTERED (Value greater than \$100) | | |
| A. ARTICLES VALUED AT \$100.01 TO \$500.00 @ \$4.70 EACH | | |
| B. ARTICLES VALUED AT \$500.01 TO \$1,000 @ \$5.05 EACH | | |
| C. ARTICLES VALUED OVER \$1,000.01 @ \$5.35 PLUS \$.35 THEN \$.30 ALTERNATELY PER \$1,000 OR FRACTION OVER FIRST \$2,000 UP TO \$23,000 | | |
| D. ARTICLES VALUED AT \$23,000.01 TO \$24,000 @ \$12.30 EACH | | |